

## CHILDREN'S LEARNING CENTER JOB DESCRIPTION

**Job Title:** Teacher in Training  
**Reports To:** Classroom Teacher

Revision Date: 09/0/07

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### The purpose of this position is to:

Create a training avenue for prospective teachers and to provide existing credentialed teachers with assistance in their job responsibilities; may assist with up to 14 students in one or more classrooms.

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### The most important duties of this position are:

1. Under the supervision of the classroom teacher: (i) assist with daily and weekly scheduling, (ii) assist in curriculum development, (iii) become involved in all aspects of classroom program, e.g., needs assessment and testing, IEP development and attendance (when possible), (iv) planning for and teaching individual and small groups, (v) academic data collection and review.
  2. Demonstrate effective behavioral management strategies.
  3. Observe and assist students as they imitate and practice appropriate classroom conduct, good work habits and effective performance of lesson skills and tasks.
  4. Demonstrate and perform as an effective model for appropriate classroom and work habits.
  5. Work cooperatively with teachers and other staff members.
  6. Inform teacher of any student problems and maintain positive communication with parents.
  7. Participate in classroom meetings, staff meetings, and inservice training sessions as scheduled.
  8. Inform teacher of any personnel problems or conflicts that need to be addressed.
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### The minimum education and/or experience for this position:

1. Enrollment in, or completion of a program at an accredited institution of higher learning leading toward a regular or special education teacher credential or credential program. If currently enrolled, employee shall attend the IHE for a minimum of 6 units per semester.
  2. Six months continuous employment at CLC.
  3. Staff evaluation at above-average or better.
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### What position(s) report directly to this position:

None.

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### Hours/Meetings

This is a full time position with a 35 hour workweek averaging 7 hours per school day. The workday generally begins at 8:30 a.m., but may start earlier or later depending on classroom needs. Teachers-in-Training are required to attend all staff meetings, classroom meetings, and in-service training sessions as scheduled.

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### Salary:

		Hourly Equiv.
Step 1:	\$1,820.00 per month x 11 months, \$20,020.00 annually	(\$13.82)
Step 2:	\$1,950.00 per month x 11 months, \$21,450.00 annually	(\$14.80)
Step 3:	\$2,080.00 per month x 11 months, \$22,880.00 annually	(\$15.79)
Step 4:	\$2,210.00 per month x 11 months, \$24,310.00 annually	(\$16.77)
Step 5:	\$2,340.00 per month x 11 months, \$25,740.00 annually	(\$17.77)